



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Account Sections

Division: Central Office

Sub-Section:

TITLE: Expenditure Report		CUTOFF:	
DESCRIPTION: Expenditure report is a computer report prepared by the Central Office for a hospital which reflects the hospital's expenditures by object (personal and capital improvements) and by budgetary code (sub-classifications of object)		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 5878	SERIES STATUS: Approved	APPROVAL DATE:	09/15/1972
TITLE: Labor Distribution Reports		CUTOFF:	
DESCRIPTION: Labor distribution is a computer report prepared by the Central Office for a hospital which reflects the hospital's cost of labor by areas.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 5875	SERIES STATUS: Approved	APPROVAL DATE:	09/15/1972
TITLE: Nursing Home Activity Report		CUTOFF:	
DESCRIPTION: Nursing home activity report is a written request from a hospital to the Central Office for division funds to pay all or to supplement the cost of nursing home care.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 5880	SERIES STATUS: Approved	APPROVAL DATE:	09/15/1972
TITLE: Personal Services Summary		CUTOFF:	
DESCRIPTION: Personal services summary is a management tool in that it reports the personnel cost by payroll title within service to date and projects that cost-to-continue to the end of the fiscal year for comparison against personal services appropriation.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 5879	SERIES STATUS: Approved	APPROVAL DATE:	09/15/1972